

TXMAS Quote Order Process

**Presented by
Statewide Procurement Division (SPD)
Contract Management**

Agenda

- What is TXMAS?
- What is a quote?
- Why use quotes on the Texas SmartBuy website?
- When to use a quote on Texas SmartBuy?
- Quote order process (do not use the quote line if the item/service is on Texas SmartBuy)
- How to validate pricing
- Entering a quote into Texas SmartBuy
- What is and is not an incidental?
- Frequently Asked Questions

What is TXMAS?

- Texas Multiple Award Schedules (TXMAS)
- On May 21, 2002, The Texas Building and Procurement Commission established TXMAS as an alternative purchasing method.

What is TXMAS (cont.)?

- Based on existing contracts competitively awarded by the federal government and governmental entities in Texas and other states.
- Any changes made to the contractor's base contract are applied to the contractor's TXMAS contract.
- TXMAS contracts have additional Statewide Procurement Division Terms and Conditions that supplement the base contract Terms and Conditions.

What is a quote?

- A quote is a price for a good or service provided by the contractor/dealer.
- Quotes may help the purchaser when determining “best value.”

Why use quotes on Texas SmartBuy?

Quotes are used when contract items or services are not available on Texas SmartBuy.

When to use a quote on Texas SmartBuy?

These are the ONLY two reasons a quote may be used:

- When the items or services are on the contract, but not available on Texas SmartBuy.
- When your cart has reached 45 line items.

Quote Order Process

First step in the process:

Are the items or services unavailable on Texas SmartBuy?

If yes, use the quote line.

If the items or services are available on Texas SmartBuy, they must be selected and placed in the shopping cart. Do not use a quote line.

If, and only if, the items or services are NOT in Texas SmartBuy, the quote option may be used.

What is quote line?

A quote line is an option within Texas SmartBuy to purchase contracted items or services that are not available on the Texas SmartBuy website.

The total amount on the contractor/dealer quote must be equal to or less than the Texas SmartBuy purchase requisition.

Are you ready to make a Quote Line?

For items or services **NOT** in Texas SmartBuy, the following steps are required:

1. All quote orders must include the contractor/dealer quote as an attachment.
2. Ensure item is on contract.
3. Validation of contractor pricing is the responsibility of the purchaser in determining best value.

The purchaser may contact the contractors or their approved dealers for assistance to validate pricing.

A valid Contractor/Dealer Quote MUST Contain the Following Information

- TXMAS contract number listed
- Unit Pricing for each item/service
- Item or service description
- Total amount of quote
- If applicable, authorized dealer information
- If applicable, Incidental/Open Market items or services identified

SAMPLE QUOTE

Approved Contractor/Dealer

[Street Address, City, ST ZIP Code]

[phone] [fax]

[email]

DATE: MARCH 21, 2018

INVOICE # [NO.]

EXPIRATION DATE APRIL 1, 2018

TO State Agency or Texas SmartBuy Member

[Street Address]

[City, ST ZIP Code]

[Phone]

| SALESPERSON | | JOB | PAYMENT TERMS | DUE DATE |
|-------------|---------------------------|----------|---------------|------------|
| Jon Doe | | Room 305 | | 4/30/2018 |
| | | | | |
| QTY | DESCRIPTION | | UNIT PRICE | LINE TOTAL |
| | TXMAS-14-7102 | | | |
| 1 | 350026 - Conference Table | | 750.00 | 750.00 |
| 8 | 12456 - High Back Chair | | 150.00 | 1200.00 |
| 1 | Installation (Incidental) | | 125.00 | 125.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | SUBTOTAL | 2,075.00 |
| | | | SALES TAX | |
| | | | TOTAL | 2,075.00 |

Quotation prepared by:


John Doe 512-123-4567


Quotation prepared by: Jane Doe 512-456-1234


There are two options available to
locate a TXMAS Contract Details Page

Option 1


Enter the TXMAS contract number in the search field of txsmartbuy.com.

 Texas Comptroller of Public Accounts
Glenn Hegar

 TEXAS
SMART
BUY

 Search

[Sign In](#)

 0 items

Contracts ▾ Reports ▾ Help

Top Item Categories

- 071 - Automobiles, Suvs, And Vans
(Including Diesel, Gasoline, Electric, Hybrid,
And All Other Fuel Types)
- 072 - Trucks (Including, Diesel, Gasoline,
Electric, Hybrid, And Alternative Fuel Units)
- 385 - Foods, Frozen
- 390 - Foods: Perishable
- 393 - Foods: Staple Grocery And Grocers
Miscellaneous Items
- 550 - Markers, Plaques And Traffic Control
Devices

NEW: Compare Highway Materials Prices using New Texas SmartBuy Calculator

The Comptroller's Statewide Procurement Division (SPD) has four new regional contracts for road and highway asphaltic and non-asphaltic building materials.

To help customers make a best value determination, SPD has launched a new road materials calculator feature in Texas SmartBuy specifically for purchasing on these contracts. The calculator helps customers locate the lowest priced contractor based on a combination of material and delivery costs to a specific location or for pickup. Google mapping is integrated into the system so customers can select destinations by address or coordinates and determine accurate delivery distances. [Download the Highway Materials Calculator User Guide \(PDF\)](#).

The four new contracts use Texas Department of Transportation's Purchasing Regions, as were used in the previous highway materials contract. The contract numbers and terms are listed below. Moving forward, SPD expects to issue solicitations and award subsequent contracts on a rotating basis throughout the year.

- **748-S1: South:** Dec. 8, 2017, through June 30, 2018.
- **748-W1: West:** Dec. 8, 2017, through Sept. 30, 2018.
- **748-N1: North:** Dec. 8, 2017, through Dec. 6, 2018.
- **748-E1: East:** Dec. 8, 2017, through March 7, 2019.

Option 2

Texas Comptroller of Public Accounts
Glenn Hegar

TEXAS SMART BUY

Sign In 0 items

Contracts ▾ Reports ▾ Help

Statewide Procurement Division (SPD) Statewide Contracts

Search Contracts Browse Contracts

| | | | |
|---|-----------------------|----------------------------|---|
| Contract Number TXMAS-7-7110140 | Contractor/Dealer | Source Contract Number | Contract Category - Select Contract Category - ▾ |
| GSA Schedule - Select GSA Schedule - ▾ | NIGP Code | Keyword | VID |

Search Clear Filters Export Results

View Results By: [Contracts](#) | [Contractors And Dealers](#)

Select, "Search Contracts & Contractors" from the dropdown menu.

Contract Details Page



Texas Comptroller of Public Accounts
Glenn Hegar

TEXAS
SMART
BUY

[Sign In](#)

0 items

[Contracts](#) ▾[SPD Applications](#) ▾[Help](#)

Contract Details: # TXMAS-7-7110140

[Q Search for items in this contract](#)

| | |
|--|--|
| Number | TXMAS-7-7110140 |
| Description | Office Furniture |
| Category | TxSmartBuy |
| Type | TXMAS |
| Start Date | 4/30/2007 |
| End Date | 3/12/2019 |
| Fed | GS-27F-0014V |
| Purchase Category Code (Agencies Only) | PCC X |
| Purchase Orders | <p>Only purchase orders issued through Texas SmartBuy (TSB) are eligible for contract pricing. The Contractor cannot ship any products or provide services until receipt of a Purchase Order generated by the TSB system.</p> <p>All purchase orders that include a quote order line (excluding linked item quotes) will be placed on hold pending Statewide Procurement Division (SPD) review.</p> |



| | |
|--------------------------------|---|
| | <p>Quote order requirements:</p> <ol style="list-style-type: none"> 1. Items that are available in TSB must be placed through the TSB shopping cart and may not be entered as a quote order. Items that are not available in TSB, but part of the TXMAS and base contract, may be entered as a quote order. 2. The TSB shopping cart allows up to 45 line items. Once 45 line items are added to the TSB shopping cart, the additional order items must be totaled and entered using the quote order line. 3. All purchase orders that include a quote order line require the attachment of a completed contractor quote containing the following: <ul style="list-style-type: none"> • Detailed, unit pricing of all contracted items and services. • The contractor's TXMAS contract number clearly identified. • Open market, or incidental, items clearly identified. 4. Validation of contract pricing and item availability is the responsibility of the purchaser in determining best value. When the attachment is confirmed, SPD will release the purchase order to the TXMAS contractor for fulfillment. 5. If approval is requested prior to the order being inputted in TSB, or SPD assistance is requested to validate pricing or item availability, the information may be submitted to txmasquote@cpa.texas.gov. <p>Customers may only purchase TXMAS goods or services from a TXMAS Contractor online through Texas SmartBuy. CPA does not authorize any offline sales of this TXMAS contract's goods or services.</p> |
| Order Limitation | <p>The contractor is not required to accept orders below the minimum listed below. Orders between the minimum and maximum listed below are subject to the pricing of the underlying contract.</p> <p>Minimum Order - \$100 Maximum Order - \$500,000</p> |
| State Contracts | <p>All TIBH term contracts and Texas Correctional Industries (TCI) term contracts take precedence over this TXMAS contract. If similar products or services are listed on this TXMAS contract and a CPA Term contract, a determination should be made that will result in a best value purchase.</p> |
| CPA Contract Management | <p>Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:</p> <p>SPD TXMAS Program Texas Comptroller of Public Accounts (CPA) Phone: (512) 463-3034 option 3 Email: txmas@cpa.texas.gov</p> |



| | |
|--|---|
| Approved Products/Services | <p>Only products or services listed in the underlying contract may be purchased from this TXMAS contract, with one exception. Incidental, off-schedule items may be purchased as "best value, open market" items provided that they are necessary for product integration or product completeness. The purchasing entity is responsible for ensuring that the quoted price for such incidental items is fair and reasonable. These incidental items may be added to the TXMAS purchase order if they are clearly labeled as "open market (OM), best value" items.</p> <p>Incidental items may not exceed \$5,000.00 OR 50% of the purchase order total, whichever is less.</p> <p>If the pending order includes incidental items that exceed the stated limits, a request may be submitted to the Statewide Procurement Division for review and consideration of an exception. Exception requests shall be submitted to spd_cmo@cpa.texas.gov. The request must include a copy of the complete contractor quote listing all core items and a detailed incidental charge breakdown.</p> |
| Contract Specifics/Notes | Installation is part of the base and TXMAS contract, therefore should be entered under the Charges tab on the "Add Item to Cart" screen. |
| Delivery | 90 days ARO |
| FOB Point | Destination |
| Compliant Products by Contractor | Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made. |
| Restocking Fee for Returned Products | Refer to contract upon which TXMAS contract is based. |
| Rebate Reporting Requirement for Federal | <p>Pursuant to Texas Government Code § 2155.510(b), rebates generated from TXMAS contract purchases made in whole or in part with federal funds must be reported by the purchasing agency for reporting, and reconciliation purposes with the appropriate federal funding agency. Each quarter of the State's fiscal year (September 1 through August 31), TXMAS contractors rebate 0.73875% of their TXMAS sales to the State of Texas via the Texas Comptroller of Public Accounts (CPA). It is the purchasing entity's responsibility to report the amount of rebate to the federal fund-provider using the above percent based on the total dollar value of the TXMAS purchase order.</p> <p>Example: A purchasing entity receives and uses federal funds of \$50,000 to purchase items/services on a TXMAS contract. The purchasing entity must report to the federal fund-provider that a sales rebate of \$369.37 ($\\$50,000 * 0.73875\% = \\$369.37$) will be paid to the State of Texas by the TXMAS contractor.</p> |
| Contractor Performance | Statewide Procurement Division (SPD), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000. |

Vendor Performance shall be reported through the CPA [VENDOR PERFORMANCE TRACKING SYSTEM](#).

The purpose of the Vendor Performance Tracking System is to:

- Identify vendors that have exceptional performance
- Aid purchasers in making a best value determination based on vendor past performance
- Protect the state from vendors with unethical business practices
- Provide performance scores in four measurable categories for the CMBL vendors
- Track vendor performance for delegated and exempt purchases

Contractor Information

VID: 13808190501

Contractor: Steelcase, Inc.

Contact Name: Rosie Delinck

Email: rdelinck@steelcase.com

Phone: (214) 720-6311

Alternate Contact Name: Kevin Loubert

Alternate Email: kloubert@steelcase.com

Alternate Phone: (616) 246-9455

Address: 904 44Tn St. Grand Rapids MI 49508

Dealers Information

Dealer VID: 10205499212

Dealer: Bkm Total Office Of Texas, L.L.C.

Contact Name: Carlene Wilson

Email: cwilson@bkmtexas.com

Phone: (214) 902-7221

Fax: (214) 902-7201

Address: 9755 Clifford Dr., Ste. 100 Dallas TX 75220

HUB Eligibility: WO

HUB Gender: F

Identify the base contract number & verify pricing

- If the contract is GSA-based, enter the GSA contract number in GSA eLibrary. <https://www.gsaelibrary.gsa.gov>

Contract Details: # TXMAS-7-7110140

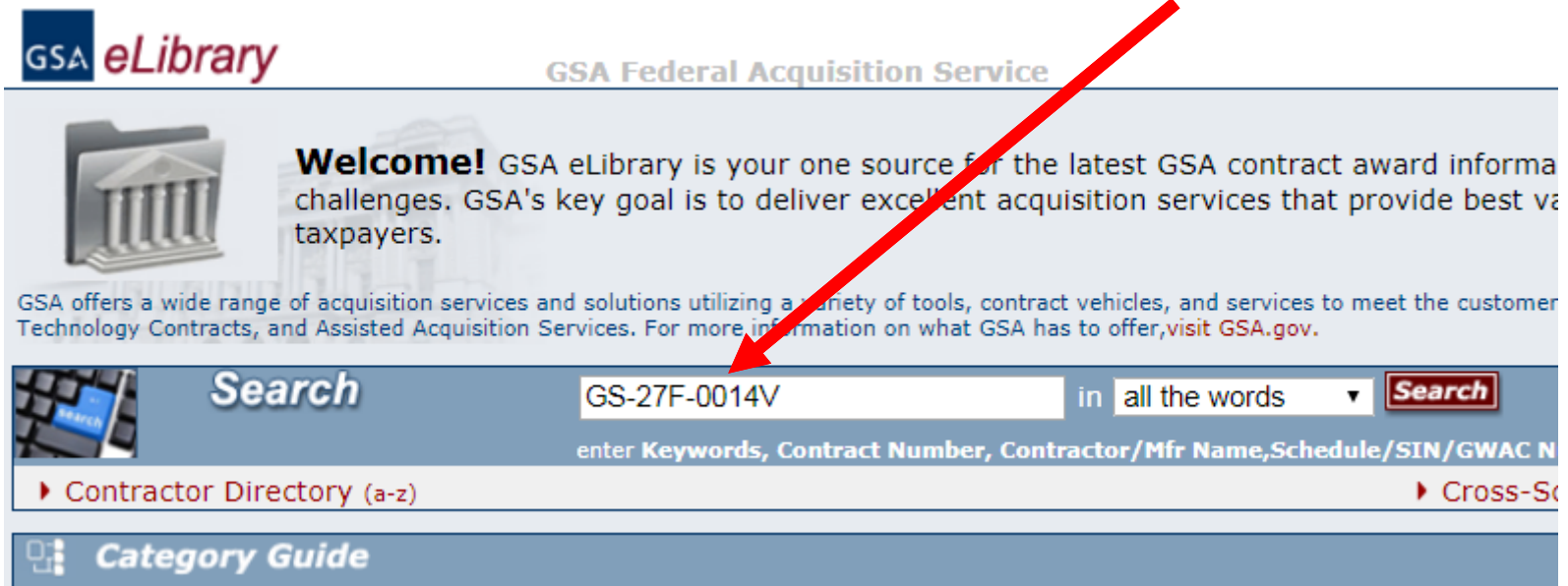
🔍 Search for items in this contract

| | |
|-------------|------------------|
| Number | TXMAS-7-7110140 |
| Description | Office Furniture |
| Category | TxSmartBuy |
| Type | TXMAS |
| Start Date | 4/30/2007 |
| End Date | 3/12/2019 |
| Fed | GS-27F-0014V |

Base Contract
Number



Enter the GSA contract number in the GSA eLibrary search field



The screenshot shows the GSA eLibrary website interface. At the top left is the GSA eLibrary logo. To its right is the text "GSA Federal Acquisition Service". Below the logo is a graphic of a classical building. To the right of the graphic is a "Welcome!" message. Below the welcome message is a paragraph of text. At the bottom of the page is a search bar with the text "Search" and a "Search" button. The search bar contains the text "GS-27F-0014V". A red arrow points from the top right of the page to the search input field. Below the search bar is a link to the "Contractor Directory (a-z)".

GSA eLibrary GSA Federal Acquisition Service

Welcome! GSA eLibrary is your one source for the latest GSA contract award information and challenges. GSA's key goal is to deliver excellent acquisition services that provide best value to taxpayers.

GSA offers a wide range of acquisition services and solutions utilizing a variety of tools, contract vehicles, and services to meet the customer's needs. For more information on what GSA has to offer, visit GSA.gov.

Search GS-27F-0014V in all the words **Search**

enter Keywords, Contract Number, Contractor/Mfr Name, Schedule/SIN/GWAC Number

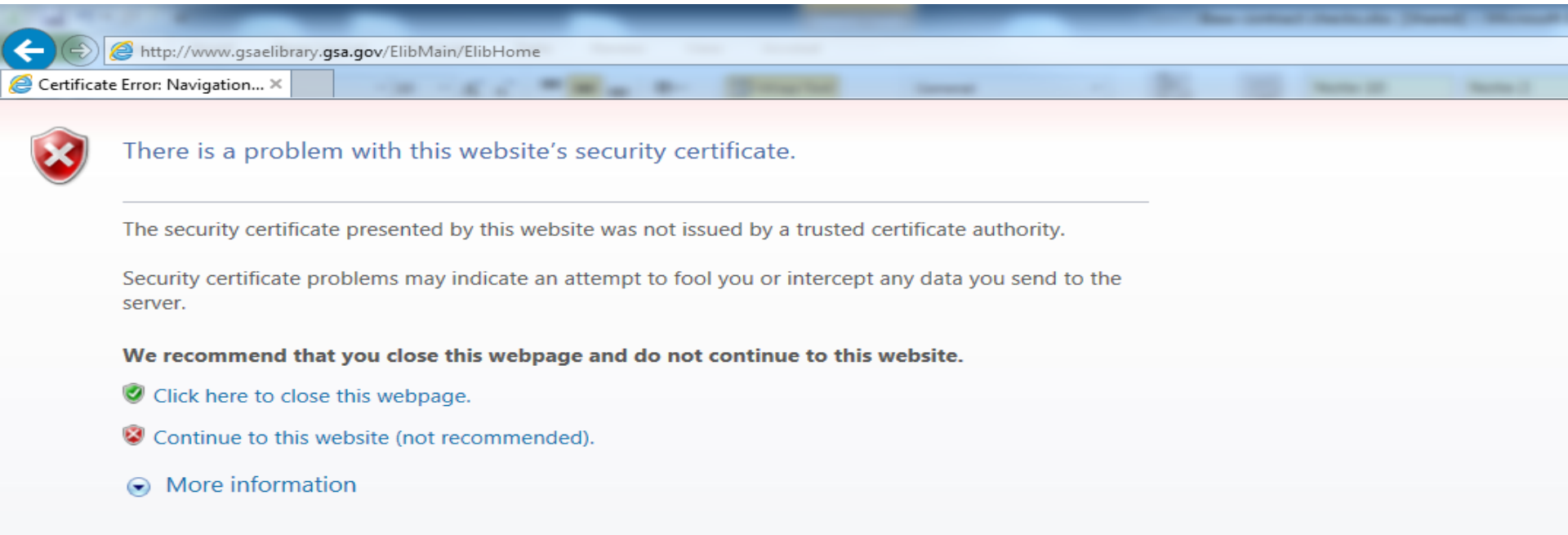
▶ Contractor Directory (a-z) ▶ Cross-Search

Category Guide

When attempting to enter the GSA eLibrary website, you may receive an error, as the website asks for a certificate.

Continue through that page.

Select “Continue to this website (not recommended).”



Select the contractor's name to view the GSA contract

GSA eLibrary **GSA Federal Acquisition Service** [Home](#) [eBuy - quotes](#) [GSA Advantage - online shopping](#) [Help](#)

Search:

Search Results Summary
Search Criteria: **steelcase**

Contractor/Manufacturer matches

| Source | Description |
|-----------|---|
| 70 | GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES - Pursuant to Section 211 of the e-Gov Act of 2002, Cooperative Purchasing provides authorized State and local government entities access to information technology items offered through GSA's Schedule 70 and the Corporate contracts for associated special item numbers. Contracts with the COOP PURC icon indicate that authorized state and local government entities may procure from that contract. Manufacturers STEELCASE, INC |
| 71 | FURNITURE Contractors STEELCASE INC. [GS-27F-0014V] STEELCASE WERNDL AKTIENGESSELLSCHAFT [GS-28F-0043J] Manufacturers STEELCASE INC. |



This GSA contract page provides links to:

- GSA contract Terms & Conditions/Pricelist
- GSA Contract End Date
- Catalog items (located in the View Catalog buttons)
- GSA Advantage

GSA Federal Acquisition Service

[Home](#)
[eBuy - quotes](#)
[GSA Advantage - online shopping](#)
[Help](#)

Search:
all the words
[Go](#)

Contractor Information

(Vendors) How to change your company information

| | | |
|---|--|---|
| Contract #: GS-27F-0014V Contractor: STEELCASE INC. Address: 901 44TH ST SE GRAND RAPIDS, MI 49508-7594 (616)247-2710 Phone: E-Mail: fedgovbids@steelcase.com Web Address: http://www.steelcase.com DUNS: 006016547 NAICS: 337214 | Socio-Economic : EPLS : Govt. Point of Contact: Marian J. Notarfrancesco Phone: 215-446-5024 E-Mail: marian.notarfrancesco@gsa.gov Contract Clauses/Exceptions: View the specifics for this contract | Other than small business Contractor not found on the Excluded Parties List System |
|---|--|---|

| Source | Title | Contract Number | Contractor T&Cs /Pricelist | Contract End Date | Category | | View Catalog |
|--------|-----------|-----------------|----------------------------|-------------------|----------|--|--------------------------------|
| 71 | FURNITURE | GS-27F-0014V | | Mar 12, 2019 | 71 1 | | GSA Advantage! |
| | | | | | 71 205 | | GSA Advantage! |
| | | | | | 71 207 | | GSA Advantage! |
| | | | | | 71 302 | | GSA Advantage! |
| | | | | | 71 315 | | GSA Advantage! |
| | | | | | 711 1 | | GSA Advantage! |
| | | | | | 711 10 | | GSA Advantage! |
| | | | | | 711 11 | | GSA Advantage! |
| | | | | | 711 16 | | GSA Advantage! |
| | | | | | 711 17 | | GSA Advantage! |

GSA contract Terms & Conditions/Pricelist

- Service-based pricing is typically listed in the T&Cs. Item pricing is occasionally listed in the T&Cs versus GSA Advantage.
- Special Item Numbers (SIN) / Category
- Minimum/Maximum Order Amounts
- Discount Percentages
- Delivery Information

GSA contract

Terms & Conditions/Pricelist

1A

**Special Item
Numbers (SIN)**

**SIN 711.1
Furniture Systems**

**Avenir, Series 9000,
Context, Internode,
Answer, Universal Bins
and Shelves, Universal
Pedestals and Work-
surfaces, Montage,
Kick, Universal
Storage: bookcase,
combination cabinets,
laterals, storage cabi-
nets workstation
verticals, Airtouch**

**Maximum Order
\$500,000 Net Government
Purchase Price**

Minimum Order
\$100 Government
Purchase Price

Discounts

**SIN 711.1
Systems Furniture**

**SIN 711.1
Avenir, Series 9000,
Context
(Standard delivery,
90 days ARO) List**
\$327 to \$327,869 69.27%
\$327,870 to \$1,454,546
72.29%
\$1,454,547 to \$1,960,784
74.31%



If the contract pricing is not listed on the Terms & Conditions/Pricelist, select the link to GSA Advantage to search for the items.



GSA eLibrary GSA Federal Acquisition Service

Home eBuy - quotes **GSA Advantage - online shopping** Help

Search: all the words

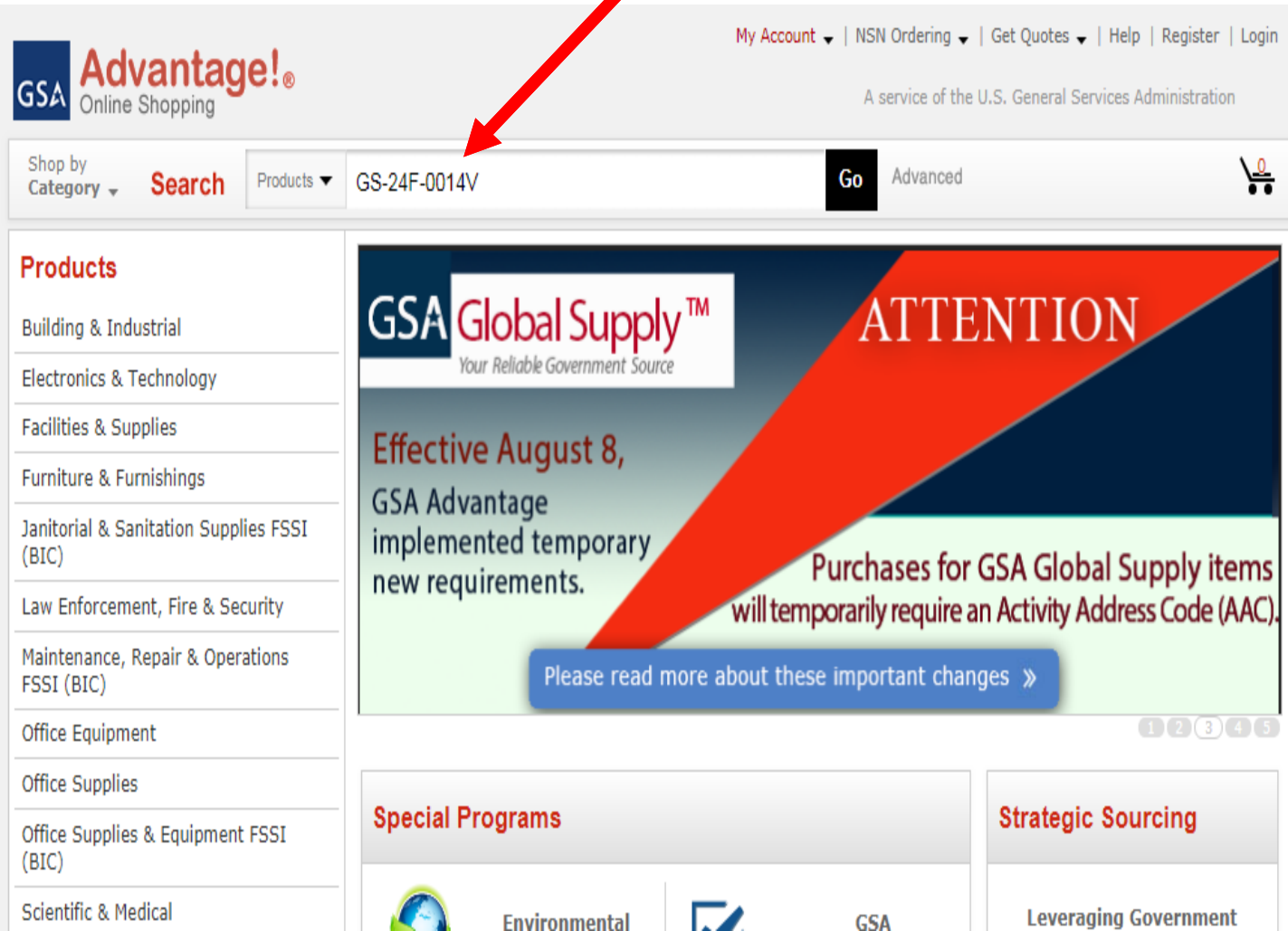
Contractor Information

(Vendors) [How to change your company information](#)

| | |
|--|--|
| Contract #: GS-27F-0014V Contractor: STEELCASE INC. Address: 901 44TH ST SE GRAND RAPIDS, MI 49508-7594 Phone: (616)247-2710 E-Mail: fedgovbids@steelcase.com Web Address: http://www.steelcase.com DUNS: 006016547 NAICS: 337214 | Socio-Economic : EPLS : Other than small business Contractor not found on the Excluded Parties List System Govt. Point of Contact: Marian J. Notarfrancesco Phone: 215-446-5024 E-Mail: marian.notarfrancesco@gsa.gov Contract Clauses/Exceptions: View the specifics for this contract |
|--|--|

| Source | Title | Contract Number | Contractor T&Cs /Pricelist | Contract End Date | Category | | View Catalog |
|--------|-----------|-----------------|----------------------------|-------------------|----------|--|--------------|
| 71 | FURNITURE | GS-27F-0014V | | Mar 12, 2019 | 71 1 | | |
| | | | | | 71 205 | | |
| | | | | | 71 207 | | |
| | | | | | 71 302 | | |
| | | | | | 71 315 | | |

Enter the GSA contract number in the search field




The screenshot shows the GSA Advantage! Online Shopping website. A red arrow points to the search field, which contains the contract number "GS-24F-0014V". The website header includes the GSA Advantage! logo, navigation links (My Account, NSN Ordering, Get Quotes, Help, Register, Login), and a note that it is a service of the U.S. General Services Administration. The left sidebar lists various product categories under the heading "Products". The main content area features a large banner for "GSA Global Supply™" with a red diagonal stripe and the word "ATTENTION". The banner text states: "Effective August 8, GSA Advantage implemented temporary new requirements. Purchases for GSA Global Supply items will temporarily require an Activity Address Code (AAC)." Below the banner is a blue button that says "Please read more about these important changes »". At the bottom, there are sections for "Special Programs" (Environmental) and "Strategic Sourcing" (Leveraging Government).

GSA Advantage!®
Online Shopping

My Account ▾ | NSN Ordering ▾ | Get Quotes ▾ | Help | Register | Login

A service of the U.S. General Services Administration

Shop by Category ▾ **Search** Products ▾ GS-24F-0014V **Go** Advanced 

Products

- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Janitorial & Sanitation Supplies FSSI (BIC)
- Law Enforcement, Fire & Security
- Maintenance, Repair & Operations FSSI (BIC)
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI (BIC)
- Scientific & Medical

GSA Global Supply™
Your Reliable Government Source

ATTENTION



Effective August 8,
GSA Advantage
implemented temporary
new requirements.

Purchases for GSA Global Supply items
will temporarily require an Activity Address Code (AAC).

Please read more about these important changes »

1 2 3 4 5

Special Programs

-  Environmental
-  GSA

Strategic Sourcing

- Leveraging Government

GSA Advantage

Narrow the search
by entering a part #
or keyword(s)

Search Results - Products

Found **52** products matching the following criteria.

Criteria: " GS-27F-0014V "

Sort by

Most relevant

Limit by price

Search within results

Find any of these words

GO



LEAP TASK/WORK CHAIR BURGUNDY

LEAPV2 6205 5F05

\$508.44 EA

15 days delivered ARO
From 1 source

Leap chair,fully adjustable arms,pneumatic seat height,seat-dep

Mfr: STEELCASE INC.

Contractor: STEELCASE INC [GS-27F-0014V] (o)



THINK TASK/WORK CHAIR NAVY

465A000 6205 5F08

\$459.43 EA

15 days delivered ARO
From 1 source

Think chair,fully adjustable arms,pneumatic seat height/depth :

Mfr: STEELCASE INC.

Contractor: STEELCASE INC [GS-27F-0014V] (o)



LEAP TASK/WORK CHAIR NAVY

LEAPV2 6205 5F08

\$508.44 EA

15 days delivered ARO
From 1 source

Leap chair,fully adjustable arms,pneumatic seat height,seat-dep

Mfr: STEELCASE INC.

Contractor: STEELCASE INC [GS-27F-0014V] (o)



Verifying TXMAS prices for an item not available in GSA eLibrary or based on a GSA contract.

The quoted item is not in GSA eLibrary or based on a GSA contract.

Example Quote:

| | | | | Extended | |
|------|----------|--------------------------------------|-----------|------------|------------|
| Line | Quantity | Catalog Number/Description | | Unit Price | Amount |
| | | Steelcase Contract # TXMAS-7-7110140 | | | |
| | | | | | |
| 1 | 3 | VTSC3050L | Steelcase | \$808.95 | \$2,426.85 |
| | | Teaching station-personal caddy | | | |
| | | List price \$1818 Discount 56.17% | | | |
| | | TSB Fee (1.5228%) \$12.13 | | | |
| | | | | | |

Example:

Item and pricing located on the contractor's base contract catalog

Verb

Teaching Stations

SIN 71.302

Specification Information

| • Dimensions | | • Style | • Base |
|--------------|---|---------|--------|
| D | W | Number | Price |
| | | | |

Station with Storage Caddy and Modesty Panel

Left-Hand Stations

| | | | |
|-----|-----|-----------|--------|
| 30" | 50" | VTSC3050L | \$1818 |
|-----|-----|-----------|--------|



Example: Description on GSA T&Cs

90 days ARO) List
\$476 to \$475,060 57.58%

SIN 711.18
416 i2i Seating
(Standard delivery, 90 days ARO) List
\$459 to \$458,716 56.07%

SIN 711.18
466 Reply Seating
(Standard delivery, 90 days ARO) List
\$259 to \$518,135 61.11%

SIN 711.19
Stacking Chairs and Dollies

SIN 71.302
Verb
(Standard delivery, 90 days ARO) List
\$229 to \$459,770 56.17%

above the micro purchase threshold.

10

Foreign Items
If Steelcase elects, some orders may be produced in Canada and Mexico.



How to determine the maximum allowable TXMAS price when buying from a discount percentage-based contract

List price x Base Percent Discount = Discount off list price

$$\$1,818 \times 0.5617 = \$1,021.1706$$

List price – Discount off list price = Base Contract price

$$\$1,818 - \$1,021.1706 = \$796.8294$$

Base Contract price x 1.5228% = **Maximum TXMAS price**

$$\$796.82 \times 1.015228 = \$808.95$$

(Note: TXMAS contractors are authorized to increase the base contract price up to 1.5228% - TSB Administrative Fee)

You are ready to create a Purchase Requisition in Texas SmartBuy using a Quote Line if...

- quote pricing has been verified against base contract
- dealer has been verified as authorized (dealer is visible on Contract Details Page)
- you are positive the item or service is not available on Texas SmartBuy

Creating a TXMAS Quote Order in Texas SmartBuy

HOME / SEARCH RESULTS

Filter Your Search

[Clear all Filters](#)

Contract Type

☐ TXMAS

Contract Number

☐ TXMAS-7-7110140

Contractor

- ☐ 4Imprint, Inc.
- ☐ APC Equipment & Mfg. Inc.
- ☐ ASI Sign Systems, Inc.
- ☐ Ace Mart Restaurant Supply
- ☐ Ace Relocation Systems, Inc.
- ☐ Acumen Enterprises, Inc.
- ☐ Adams-Mulford, Inc.

Item Category

☐ Furniture: Office**1 Result Found for "quote"**[Compare Items](#)[Export to CSV](#)

Sort By: Preferred Term, H ▾ Show: 50 ▾ results per page

Narrowed By: Contractor: Steelcase, Inc. x

TXMAS Quote - Steelcase, Inc.

Commodity Code 42500

TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

ITEM

CONTRACTOR

Contract [TXMAS-7-7110140](#)
Supplier Part Number TXMAS Quote -
Steelcase, Inc.

Contractor Steelcase, Inc.

Price
\$1.00

UOM
EACH

Min. Order Qty: 1

[Add to cart](#)☐ Compare

Sort By: Preferred Term, H ▾

Show: 50 ▾ results per page



Add Item to Cart

Item Information

Quantity:

Dealer:

Has the quoted price(s) been validated?

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description:

TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Enter quote dollar amount (minus incidentals) in Quantity field

Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

| Item | Price | Note |
|------|-------|------|
|------|-------|------|

Add New

Must select a dealer if drop-down option is available



When adding cents to the Quantity, the amount will initially appear in red font. Note the Total is correct.

Add Item to Cart CLOSE x

Item Information

Quantity: 98.60

Dealer: Business Interiors v

Has the quoted price(s) been validated?
Please select an option v

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description:
TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Additional Charges

TXMAS Incidentals \$0.00
Charges \$0.00
Subtotal: \$0.00

| Item | Price | Note |
|--------------------|-------|------|
| <div>Add New</div> | | |

Shipping Details

Delivery days: 30 days Delivery date: 4/25/2018

☒ Address [Location Code, Street, City or Zip]

LAST USED
Ad-hoc
123 4th Street
Austin, TX 78701

☐ Ad-hoc address

Once the cursor is clicked anywhere outside of the Quantity box, the font will turn black. Note the Total is correct.

Add Item to Cart
CLOSE x

Item Information

Quantity:
Commodity Code: 42500
Unit Price: \$1.00 per EACH

Dealer:
Description:
TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Has the quoted price(s) been validated?

Additional Charges

TXMAS Incidentals \$0.00
Charges \$0.00
Subtotal: \$0.00

| Item | Price | Note |
|--|-------|------|
| <input type="button" value="Add New"/> | | |

Shipping Details

Delivery days: 30 days
Delivery date: 4/25/2018

☒ Address

LAST USED
Ad-hoc
123 4th Street
Austin, TX 78701

☐ Ad-hoc address

In order to continue the purchase process, select Add to Cart.

Total: \$98.60

Price Validation

The purchaser is required to select one of the following options at the “Add Item to Cart” screen.

Add Item to Cart

Item Information

Quantity:

Dealer:

Commodity Code: 42500
Unit Price: \$1.00 per EACH
Description: TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Has the quoted price(s) been validated?

Please select an option

Yes, I validated the quoted price(s) against the base contract.
No, I request SPD assistance to validate quoted price(s) against the base contract.

Additional Charges

TXMAS Incidentals \$0.00
Charges \$0.00

Subtotal: \$0.00

| Item | Price | Note |
|--------------------|-------|------|
| <div>Add New</div> | | |

What are incidentals?

An incidental, often referred to as open market, is a non-contract item or service, such as installation or inside delivery.

An incidental is necessary for product warranty, system integration or product completeness. An agency is responsible for ensuring that the quoted price for such items or services are fair and reasonable. These incidental items or services may be added to the purchase order if they are clearly labeled as "open market" on the contractor's quote.

Incidentals (cont.)

As a reminder, the total of incidental items or services on a TXMAS quote cannot exceed \$5,000 nor 50 percent of the overall TXMAS purchase order total.

Example of an Incidental Item

A purchaser is buying an electric guitar and an amplifier on a TXMAS contract. If the electric cord that connects the guitar to the amplifier is not on that TXMAS contract but is needed to complete the system, it could be bought as an incidental item on that same purchase order.

Example of an Incidental Service

A purchaser is buying a piece of furniture on a TXMAS contract. The purchaser wants the furniture assembled however the service is not provided on the contract.

The contractor can provide the assembly as an incidental service on the purchase order.



TXMAS Incidentals Tab

Add Item to Cart

Item Information

Quantity:

Dealer:

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description:

TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Has the quoted price(s) been validated?

List Incidental charges here
(non-contract items)

Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

Price

Description

\$

x

Add New

The Texas SmartBuy Admin Fee and/or the TXMAS Sales Rebate must never be listed as Incidental charges.



TXMAS Incidentals Tab (cont.)

Add Item to Cart

Item Information

Quantity:

Dealer:

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description:

TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Has the quoted price(s) been validated?

Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

Price

Description

\$

x

Add New

This is not a note field. If you enter something in the description, you will be required to enter a corresponding dollar amount.



Charges Tab

Add Item to Cart

Item Information

Quantity:

Dealer:

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description:

TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Has the quoted price(s) been validated?

List additional charges on this tab (they must be contract items)

Additional Charges

TXMAS Incidentals \$0.00

Charges \$0.00

Subtotal: \$0.00

| Item | Price | Note |
|------|-------|------|
|------|-------|------|

—
Volume Disc. Enter Total -\$ Amount
Installation OR Removal Charge

Add New

\$

✕

Charges Tab (cont.)

Add Item to Cart

Item Information

Quantity:

Dealer:

Commodity Code: 42500

Unit Price: \$1.00 per EACH

Description:

TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field

Has the quoted price(s) been validated?

Note the dollar amount changes with each item added

Additional Charges

TXMAS Incidentals \$0.00

Charges \$15.00

Subtotal: \$15.00

| Item | Price | Note |
|-------------------------------------|----------|------|
| Installation OR Removal Charge | \$ 20.00 | |
| Volume Disc. Enter Total -\$ Amount | \$ -5.00 | |

Shipping Details

Delivery days: 30 days

Delivery date: 4/25/2018

☒ Address

LAST USED

Ad-hoc

123 4th Street

Austin, TX 78701

☐ Ad-hoc address

Note the Total.

Total: \$113.60

[My Cart](#)
[Checkout](#)
[Confirmation](#)
[HOME](#) / [SHOPPING CART](#)

My Cart

[+ Start New Cart](#)
[✉ Share Cart](#)
[✎ Save Cart As...](#)

| Item | Shipping Address | Price | Qty | UOM | Subtotal | |
|--|--|---|----------|------|---------------------|--|
| TXMAS Quote - Steelcase, Inc. | 123 4th Street Austin, TX 78701 <i>Delivery days: 30</i> | \$1.00 | 98.6 | EACH | \$98.60 | Edit Delete |
| Installation OR Removal Charge | Note | Price \$20.00 | Qty 1 | | Subtotal \$20.00 | |
| Volume Disc. Enter Total -\$ Amount | Note | Price -\$5.00 | Qty 1 | | Subtotal -\$5.00 | |
| Dealer: Business Interiors - Irving : 1111 Valley View Lane Irving, TX Commodity Code: 42500 Item Detail: TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incidentals) in Quantity field Contractor: Steelcase, Inc. Contract: TXMAS-7-7110140 Min. Order Quantity: 1 | | Pickup Date: 4/25/2018 | | | | |
| ✎ Add Note to Item <div></div> | | 📎 Attach File to Item <div> <input type="text"/> <input type="button" value="Browse..."/> </div> | | | | |

Enter item-specific notes here.

Attach file here. Can attach a file for each specific line item.

Order Total: \$113.60

[Search for More Items](#)
[Print](#)
[Export Cart to CSV](#)
[Proceed to Checkout](#)

My Cart Checkout Confirmation

1. CHECKOUT / 2. CONFIRMATION

Finalize Your Order

Select a Billing Address (Required)

Billing Address
Location Code, Street, City or Zip
No Address Selected

Enter Internal Tracking Number (required)

Internal Tracking Number

Add a Note to Your Order (optional)

Attach a file to Your Order (optional)

Attach File: Browse...

Favorite Order (optional)

Enter a name for this order and it will be saved as a favorite order.
Favorite Order Name

Order Summary

| Item | Shipping Address | Price | Qty | UOM | Subtotal |
|--------------------------------------|---|---------------|------|------|------------------|
| TXMAS Quote - Steelcase, Inc. | 123 4th Street Austin, TX 78701 Delivery days: 30 | \$1.00 | 98.6 | EACH | \$98.60 |
| Installation OR Removal Charge | | Price \$20.00 | | | Subtotal \$20.00 |
| Volume Disc. Enter Total - \$ Amount | | Price -\$6.00 | | | Subtotal -\$6.00 |

Commodity Code: 42000
Item Detail: TXMAS Quote - Steelcase, Inc.-Enter quote amount (minus incentives) in Quantity field
Contractor: Steelcase, Inc.
Contract: TXMAS-7-110140
Min. Order Quantity: 1

Item Subtotal: \$113.60
Delivery Subtotal: \$0.00
Order Total: \$113.60

Continue Shopping Complete Checkout

Complete both of these fields.

Optionally enter notes here for the entire order.

You must attach the quote and supporting documentation for the entire order.

Finalize your order by selecting the "Complete Checkout" button.



Purchase Requisition

#1098687

3/7/2018

Agency Name

Purchaser: Jessica Flores
Email: jessica.flores@bexar.org
Phone:

Bill To

BC Auditor
 101 W Nueva, Suite 800
 San Antonio TX 78205

| Quantity | Item | Rate | Amount |
|----------|---|------------|------------|
| 8,530.72 | TXMAS Quote - Global Industries, Inc. - Furniture TXMAS Quote - Global Industries, Inc. Options: Vendor: Contract:TXMAS-17-7105 Ship To: Joe Pigford or Chris Munoz Bexar County District Attorney 210-385-5400 300 DOLOROSA SUITE 5010 San Antonio TX 78205 Delivery Date: 4/6/2018 Notes: CALL JOE PIGFORD 210-385-5400 OR CHRIS MUNOZ 210-335-0288 TO SCHEDULE DELIVERY | \$1.00 | \$8,530.72 |
| 1 | Incidental Item SHIPPING AND HANDLING Options: Vendor: Contract:TXMAS-17-7105 Ship To: Delivery Date: 4/6/2018 Notes: | \$2,525.00 | \$2,525.00 |

Subtotal \$11,055.72

Total \$11,055.72

FAQs

1. Why is this quote order process required?

In 2016, the TXMAS program underwent an audit by the Texas State Auditor's Office. In response to audit findings, the TXMAS program implemented procedures to increase transparency of purchased TXMAS contract items and improve compliance with state procurement laws.

2. If the base contract is not GSA (such as NASPO/WSCA, State/Local Government), how do I validate pricing?

Go to the base contract website or ask the contractor for a copy of the contract and list of contract items/services.

3. Where can I find a list of TXMAS contracts?

<http://www.txsmartbuy.com/contracts?filterBy=TXMAS>

4. What if I receive a quote with a lower price than what is on Texas SmartBuy?

Add the item to your cart and use the Volume Discount tab to enter the difference.

Statewide Procurement Division (SPD) Contact Information

Statewide Contract Management Office

TXMAS Program

Phone: 512-463-3034, option 3

Email: txmas@cpa.texas.gov

SPD Outreach Team

Texas SmartBuy Help Desk

Toll Free: 888-479-7602

Local: 512-936-2764

Email: txsmartbuy@cpa.texas.gov